



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MEETING PACKET**

**Thursday, July 16, 2020**



## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING AGENDA

Notice is hereby given of a meeting of the Missouri City Community Development Advisory Committee to be held on **Thursday, July 16, 2020, at 6:00 p.m. in the Planning Conference Room of the Development Services Building (between City Hall and the Community Center)**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The Committee reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

### NOTICE REGARDING PUBLIC PARTICIPATION

Due to the COVID-19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

This meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods before 4:00 p.m. on the day of the Community Development Advisory Committee meeting:

1. Email or call the Planning Division at [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov) or 281-403-8541 or by contacting the Director of Development Services at [otis.spriggs@missouricitytx.gov](mailto:otis.spriggs@missouricitytx.gov) or by calling 281-403-8661 in advance of guest speaker deadline.

The request must include the speaker's name, address, email address, phone number and the agenda item number.

Attendees may join the CDAC Zoom Meeting by clicking or entering the following:

<https://us02web.zoom.us/j/82381699120?pwd=amxXeGI3TzZsRIJya2dTVjNUQXJtUT09>

Topic: MCTX CDAC Meeting July 16, 2020 Zoom Conference

Time: Jul 16, 2020 06:00 PM Central Time (US and Canada)

Find your local number: <https://us02web.zoom.us/j/82381699120?pwd=amxXeGI3TzZsRIJya2dTVjNUQXJtUT09>

Meeting ID: **823 8169 9120**

Password: **569122**

Dial by your location

**+1 346 248 7799** US (Houston)

To access the meeting agenda packet in PDF format, the public may access the following link:

<https://www.missouricitytx.gov/957/Community-Development-Advisory-Committee>.

1. Roll call.
2. Consider approving the minutes from the July 9, 2020 Community Development Advisory Committee meeting.
3. Consider ratifying the July 9, 2020 CDAC decision to extend the Program Year 2020 scholarship application period until August 7, 2020.

4. Update on the Housing Rehabilitation Program:
  - a) Consider change order for Housing Rehab Project
    1. Viola Abrams, 506 Reedwood Drive: Final Change Order/Scope of Work
5. Community Development Block Grant Program Updates:
  - a) Program Year 2020 Action Plan:
    1. Consider approval of CDBG Program Year Action Plan Public Service and Non-Public Service Activities.
    2. Future CDAC agenda scheduling and public hearing schedule
  - b) Program Year 2019 Action Plan amendment: CDBG COVID-19, Coronavirus Aid, Relief, and Economic Security (CARES) Act
    1. CARES Act funding allocation for Missouri City: Set priorities of the Program Year 2019 Action Plan amendment and funding activity selections.
6. Project Updates:
  - a. CARES Act: Updates for Harris County Small Business Recovery Fund and Fort Bend County Rent, Mortgage and Utility Assistance Program
  - b. Code Enforcement: Quarterly Update Reports
7. Public Comment.
8. Adjourn.

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Missouri City Community Development Advisory Committee meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Egima Edwards at 281.403.8541.

#### **CERTIFICATION**

I certify that a copy of the July 16, 2020, agenda of items to be considered by the Missouri City Community Development Advisory Committee was posted on the City Hall bulletin board on: July 13, 2020 at \_\_\_\_\_

\_\_\_\_\_  
I certify that the attached notice and agenda of items for consideration by the Missouri City Community Development Advisory Committee was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2020.



## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE DRAFT MEETING MINUTES**

**July 9, 2020, 6:30 PM**

The Community Development Advisory Committee met virtually on July 9, 2020 at 6:30 PM on Zoom Conference, Planning Conference Room of the Development Services Building (between City Hall and the Community Center), 1522 Texas Parkway, Missouri City, Texas with the following in attendance on Zoom conference:

- Monica Rasmus, Committee Chairperson
- Chris Preston, Mayor Pro Tem, Committeemember
- Jeffrey Boney, Councilmember, Committeemember
- Bertha Eugene, Committeemember
- Angie Young, Committeemember
- Cheryl Sterling, Councilmember Committeemember

Absent was:

- Zelia Brown, Committeemember

Also in attendance were City staff representatives: James Santangelo, Assistant City Attorney/Prosecutor; Otis Spriggs, Development Services Director; Egima Edwards, Planning Technician; Glen Martel, Assist. City Manager.

### **1. Roll call:**

Vice Chair Monica Rasmus called the meeting to order at 6:40 pm.

### **2. APPROVAL OF THE JUNE 25, 2020 MEETING MINUTES:**

Vice Chair Monica Rasmus introduced the June 25, 2020 minutes for the Community Development Advisory Committee for additions or corrections.

#### **Motion:**

A motion was made by Mayor Pro Tem Chris Preston to approve the minutes for June 25, 2020; the motion was seconded by Councilmember Cheryl Sterling.

Councilmember Boney requested that the following corrections be made to the minutes: "Texas Parkway Cartwright Coalition"; Change to "herself" next page. Councilmember Sterling asked regarding the scope of work, at end letter of completion, is the scope and agreement letter signed by the owner? Mr. Spriggs noted that the owner signs the scope of work, all change order priors, as well as signs off specifying satisfaction of work performed.

#### **The vote was as follows:**

Ayes: Councilmember Sterling; Mayor Pro Tem Preston; Committeemember Young  
Committeemember Eugene; Councilmember Boney; Chairperson Rasmus.

Motion Carried.

**3. Election of Officers:**

- a) Chair
- b) Vice-Chair.

**Motion:**

Committeemember Bertha Eugene made a motion to nominate Committeemember Monica Rasmus as Chairperson. Motion was seconded by Councilmember Sterling.

**The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committeemember Young  
Committeemember Eugene; Councilmember Boney; Chairperson Rasmus.

Motion carried.

**Motion:**

Councilmember Cheryl Sterling made a motion to nominate Councilmember Preston as Vice Chair. Motion was seconded by Mayor Pro Tem Chris Preston.

**The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committeemember Young  
**Nayes:** Committeemember Eugene; Councilmember Boney; Chairperson Rasmus.

Assistant City Attorney James Santangelo informed that with the 3-3 vote, the motion failed.

**Next Motion:**

Another motion was made by Councilmember Jeffrey Boney to nominate Committeemember Bertha Eugene as Vice Chair; Motion was seconded by Committeemember Bertha Eugene.

**The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committeemember Young  
Committeemember Eugene; Councilmember Boney; Chairperson Rasmus.

Motion carried.

#### **4. Housing Rehabilitation Policy Amendment:**

Mr. Spriggs introduced the Housing Rehabilitation Policy Amendment to the committee for further consideration. Referring to the last CDAC meeting regarding the housing rehabilitation policy, he noted that a number of revisions were identified such as cosmetic type improvements, which were deemed ineligible for repair.

The Section c.1. Cosmetic improvement text was read:

*add Section c.1. Cosmetic improvements for aesthetic purposes and remodeling are not eligible. Cosmetic improvements are defined as higher-than-standard-grade fixtures; items required only for decoration and are aesthetic in nature; replacement of carpet, vinyl or other items which are currently in good condition, etc. Remodeling is defined as improvements, renovations and redesigning or altering living or work space that is made for aesthetic reasons and/or do not improve the safety and security of the occupants, structural integrity of the unit, and/or meet Program goals and objectives.*

References to the checklist as offered by Committeemember Zelia Brown were also discussed. A copy was provided in the packet and is currently incorporated in the development of scope of work during initial inspections.

It was also asked whether the policy included the requirement for homeowner's insurance; this was verified and made available to the committee.

Mr. Spriggs informed that it was requested by Chairperson Monica Rasmus that we provide in the policy, the provision that the housing rehabilitation program give priority to elderly and disabled applicants.

Councilmember Cheryl Sterling agreed with adding Section 5. i., where Chairperson Monica Rasmus recommended that a definition of elderly be provided for the preferred age, for example age of 55 and older. Committeemembers Bertha Eugene and Angie Young expressed agreement.

#### **Motion:**

Councilmember Jeffrey Boney made a motion that the CDAC accepts staff's recommendation, including the latest revisions and forward a positive recommendation to City Council for final approval. Motion was seconded by Councilmember Cheryl Sterling.

#### **The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committeemember Young  
Committeemember Eugene; Councilmember Boney; Chairperson Rasmus.

Motion Carried.

## **5. Housing Rehabilitation: Viola Abrams Change Order request:**

Mr. Spriggs provided an update on the Abrams Housing Rehabilitation case presented during the last meeting. Since that time, the site visit requested occurred on July 1, 2020. Present at 506 Reedwood Dr. were Committeemember Zelia Brown, Mr. Chris Linares and Mr. Javier L. Santos of Santex, Mr. Otis Spriggs, and Ms. Viola Abrams. The team covered the punch list along with Ms. Abrams.

The list of items in which Ms. Abrams requested attention were provided in worksheet form, showing the director's notes and the associated funding source status or recommendation.

Mr. Spriggs informed that during the visit, Committeemember Zelia Brown expressed that the photographs did no justice to the *in-person* observed conditions. Mr. Spriggs then read the summary of the ten (10) requested items, stating the conclusions and recommendations. He added that it is staff's position the painting issues, can be funded through the residential paint program. The items that staff is recommending that Santex move forward and complete as part of the current contract include the following: repainting of the gloss white area of the family room ceiling, where new work was done with semi-gloss paint; complete receptacle plate replacements and repairs; painting of casing work inside and outside of installed patio door (paint to be funded through the residential paint program); repair fixed door unit operation; and, baseboard replacement and painting to the right of the patio door in corner where repairs occurred. Mr. Spriggs noted that staff will provide the requested fire extinguisher and repairs are needed in two areas of the exterior soffit: Need for caulking, 1 area in front, and 1 area mid-way on the garage sidewall (Caulking to be funded by residential paint program).

Mr. Spriggs continued, noting the items that staff is recommending disapproval of repairing include: Deny repairing baseboard left of patio door at a different height- Item is not a code violation and will not be covered under program due to aesthetic reasons; staff recommends not repairing laundry closet door system- this is the old aluminum door and tracking system (Now that newer front load washer and dryer are installed, old tracking door system will never work due to interference); and the owner noted that a 2015 installed furnace is not working as installed by Fifth Ward contractors: Expired warranty is not applicable in this case (Program Year funding is exhausted).

There were no further comments of the committee.

## **6. Community Development Block Grant Program Updates:**

- a) Project Year 2020 Action Plan Preparation
  - 1. CDBG Project Year 2020 Application Update (Deadline July 3, 2020)
  - 2. Future CDAC Agenda Scheduling/Public Hearing Schedule

Mr. Spriggs noted that the application period ended July 3, 2020 and staff received applications through July 6, 2020 due to the holiday.

Mr. Spriggs reported that the City's full-year allocations for the Office of Community Planning and Development's (CPD) formula Community Development Block Grants Program (CDBG) for PY20 is \$296,662.00.

PY20 Sub-recipient projects requests received included: Fort Bend Seniors Meals on Wheels and Edison Arts are the only two (2) received subrecipient applications. No application was submitted

by Child Advocates. Applications and evaluation forms are provided in the packet for committee consideration.

PY20 Scholarships: Only two (2) applications were received by the deadline. Staff recommends extending this deadline until August 7, 2020.

Mr. Spriggs noted that Code Enforcement is asking for the same funding as last year. The quarterly reports will be provided next meeting.

Mr. Spriggs informed that regarding the PY20 First Time Homebuyers Program: This project is underway, as well as the Residential Paint Program. The CDBG program has partnered with Code Enforcement and local businesses to provide paint and materials to supplement project resources. Notice of project will be released to the public during the spring application term. He informed that for the Residential Housing Rehabilitation Program: Seven (7) applications were received. Processing will begin immediately after the Action Plan approval.

Councilmember Cheryl Sterling asked, if we were to extend the scholarship program until August, when will the scholarships be awarded? Mr. Spriggs explained the process, in which the subcommittee is provided a summary and the applications as submitted for consideration, based on household income and program requirements being met; the process usually takes 30-60 days depending on workload. The program is on a reimbursement flow, which aligns with the fiscal year.

Councilmember Jeffrey Boney asked if the First Time Homebuyers Program and the Residential Paint Project had begun and are the programs available for people to apply?

Mr. Spriggs explained that the two programs had not commenced, due to staff working on pending items such as first-time home buying training and counseling, as required by HUD, as well as seeking out entities and organizations that can aide in the management of the program for home financing. This should align with the fiscal year.

Councilmember Jeffrey Boney asked if there is any way that we can look at a small business assistance center or work with a local group provides technical assistance.

Mr. Spriggs informed that he was aware of the entity that was previously in the Wells Fargo building on Texas Parkway, which provided those services. We could work with such entities for providing the assistance. Funding can be discussed.

Committeemember Bertha Eugene asked if there would be an extension on the scholarship deadline based on what the Governor has ordered in terms of school opening delays for universities, colleges or schools. She noted that it looks like Texas may be shutting down again. Has that been taken into consideration?

Mr. Spriggs informed that he has no issue with a 2-month extension, because we did not get enough interest, due to the students being so disconnected because of the pandemic. This is a reimbursement program as stated earlier. We are still reimbursing expenses for PY2019. Ms. Chalisa Dixon previously distributed the scholarship promotion information to the following sources:

- CDAC subcommittee



- Belinda Suarez- Who oversees and manages the scholarships for all of Fort Bend ISD, she will distribute to all schools, social sites, and upload to their scholarship database visible to Missouri City students.
- Houston Community College
- Fort Bend Library, Missouri City branch
- All previous applicants and new students on the wait list
- Counselors at local Missouri City schools

Councilmember Cheryl Sterling recommended that we reach out to Wharton Community College as well.

Mr. Spriggs then provided the worksheet for the PY2020 Action Plan explaining program caps and spending budgetary constraints such as Public Services, which are limited to 15% of the total allocation (\$44,499.30) and Administration being at 20% (\$59,332.40).

There were no Parks projects submitted for this program year. Existing Fifth Street funding will be used in Sta Mo Park for improvement purposes at \$38,000.

Mr. Spriggs presented Program Year 2020 Action Plan items for consideration:

<b>FY 21 Proposed Budget</b>	<b>Public Services Activity (15% Cap=\$44,499.30)</b>
\$13,000.00	Post-secondary Scholarships for College or Technical School Students
\$15,749.65	Agency 1
\$15,749.65	Agency 2
\$44,499.30	<b>Total</b>
\$95,518.00	<b>Housing Rehabilitation Program</b>
\$38,000.00	Owner Occupied Housing Rehabilitation
	Non-Public Service Activity (1st Time Homebuyer Program \$27,000/ Residential Paint Project \$11,000); \$7,775.3 Remains
	<b>Public Facilities and Neighborhood Facilities</b>
	N/A
\$51,537.00	<b>Code Enforcement Activity</b>
	Code Enforcement
	<b>Economic Development</b>
	<b>Program Administration</b> (20% Cap= \$59,332.40)
\$ 41,440.00	Salary & Benefits
\$ 10,092.40	Professional Services/ Consulting
\$ 4,300.00	Travel & Training
\$ 1,100.00	Dues & Subscription
\$ 1,400.00	Publication & Delivery Cost
\$ 1,000.00	Fair Housing Activity(s)
\$59,332.40	<b>Total</b>
\$296,662.00	<b>Available Resources</b>
	PY 2020 HUD Allocation

Mr. Spriggs noted that under professional services, staff is recommending that the funding be continued and used for consulting purposes or part-time or a summer intern for assistance with managing the CDBG program. The noted \$7,775.30 amount needs to be dispersed which was a surplus noticed in the calculation. Mr. Spriggs asked for CDAC input.

Councilmember Jeffrey Boney stated that the priorities seem to be still in line with former yearly parameters. He added that we need to still focus on the residential paint program and first-time homebuyer's program. Councilmember Jeffrey Boney asked that Mr. Spriggs also check on the Small Business item mentioned earlier.

Mr. Spriggs informed that we will bring these items back next meeting (possibly next Thursday); this leaves time to evaluate the small business assistance center and initiatives. Councilmember Cheryl Sterling concurred and asked staff to check with H.C.C., because they also have a Small Business Center as well. Mr. Spriggs also made the Committee aware of Section 108 funding which may be more suited for such an initiative.

Committeemember Angie Young concurred with Councilmember Jeffrey Boney regarding the Small Business Center and asked for a brief description of the Section 108 funding.

Mr. Spriggs informed that: Based on our CDBG allocation for this year, we also have \$1,483,310 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage our existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in Missouri City.

Mr. Spriggs noted that the City would be required to secure the loan by pledging current or future CDBG allocations to either repay the loan or secure it. The city would also be responsible for paying an initial financing fee, which is a percentage (2.58%) of the principal amount of the Section 108 guaranteed loan (approximately \$38,269). The maximum repayment period for a Section 108 loan is twenty years, interest rates are charged on interim borrowing.

Section 108 funds can be used to undertake eligible projects, or, alternatively, can be loaned to a third party developer to undertake the projects. This flexibility makes it one of the most potent and important public investment tools that HUD offers to local governments.

**Activities eligible under CDBG include:**

- Acquisition of real property
- Rehabilitation of publicly owned real property
- Housing rehabilitation eligible under CDBG
- Construction, reconstruction, or installation of public facilities (including street, sidewalk, and other site improvements)
- Related relocation, clearance, and site improvements
- Payment of interest on the guaranteed loan and issuance costs of public offerings
- Debt service reserves
- Finance fees
- Public works and site improvements
- In limited circumstances, housing construction as part of community economic development

Chairperson Monica Rasmus and Committeemember Bertha Eugene concurred with the Small Business initiatives. Committeemember Angie Young asked for an explanation of what the professional services and consulting under administration comprised of? Mr. Spriggs explained that historically the program used the professional services of Community Development individuals to assist with various action and 4-year consolidated plans, file management and HUD requirements. Mr. Spriggs noted that last year, staff courageously completed the four year consolidated plan and current action plan in-house, which is not very typical, due to the workload and extensive process.

**Motion:**

Motion was made by Councilmember Cheryl Sterling to extend the Scholarship application period until August 7, 2020; Motion was seconded by Committeemember Eugene.

**The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committeemember Young  
Committeemember Eugene; Councilmember Boney; Chairperson Rasmus.

Motion carried.

CDAC committee members all concurred with the CDBG meeting being held on Thursday, July 16, 2020.

**6. Community Development Block Grant Program Updates:**

**b. Program Year 2019 Action Plan amendment: CDBG COVID-19 Coronavirus Aid, Relief, and Economic Security (CARES) Act**

**1. CARES Act funding allocation for Missouri City: Determine 2019 Action Plan amendment and funding activity selections**

**2. Fort Bend County Rent, Mortgage and Utility Assistance Program**

Mr. Spriggs informed the Committee of the CARES Act funding for COVID-19. An action plan amendment will be required to determine how the funding will be spent. Mr. Spriggs noted that staff provided the list and the CDAC made observations on the priorities as noted below;

- a. Small Business Stabilization Grant
- b. Supplement existing sub-recipients, such as Meals on Wheels
- c. Youth Educational Programs, Educational Supply Funding
- d. Domestic Violence Assistance; Assist in domestic violence related location services (work program with PD)
- e. Recreational or Summer Season Programming for Youth
- f. Temporary rent/utility assistance/ voucher (3 month max)
- g. Food Bank Assistance/ Food Security Support
- h. Quarantine relocation reimbursement
- i. Rapid rehousing for the homeless
- j. Daycare vouchers

No other projects were added by committeemembers. Mr. Spriggs stated that staff will proceed.

Mr. Spriggs gave updates on the Fort Bend County Update- CARES Act Funding:

**Adjourn.**

Chair adjourned the meeting at 7:30 p.m.

---

Monica Rasmus, Chairperson



**Agenda Item Cover Memo  
July 16, 2020**

**To:** Community Development Advisory Committee  
**Agenda Items:** 3. Consider ratifying the July 9, 2020 CDAC decision to extend the Program Year 2020 scholarship application period.  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

**SYNOPSIS**

This item is a request that the CDAC ratify its July 9, 2020 CDAC decision to extend the Program Year 2020 scholarship application period until August 7, 2020.

**BACKGROUND**

PY20 Scholarships: Only two (2) applications were received by the deadline. Staff recommended extending this deadline until September. This new date is recommended due to the Staff requesting HUD to grant Missouri City the allowed waiver to extend our PY2020 Action Plan submittal deadline from August 16, 2020 to August 16, 2021.

The pending PY2020 application cycle did not yield sufficient student interest, due to the students being so disconnected because of the pandemic. This is a reimbursement program and students are provided the scholarship benefit to cover educational expenses incurred during the program year.

Staff provided the application information to various sources as follows:

- CDAC subcommittee
- Belinda Suarez- Who oversees and manages the scholarships for all of Fort Bend ISD, she will distribute to all schools, social sites, and upload to their scholarship database visible to Missouri City students.
- Houston Community College
- Fort Bend Library, Missouri City branch
- All previous applicants and new students on the wait list
- Counselors at local Missouri City schools

If allowed the extension staff work with the Communications Department and will also reach out to other venues and educational connections such as Wharton Community College and others.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. None.

**STAFF'S RECOMMENDATION**

Staff recommends ratifying the July 9, 2020 CDAC decision to extend the Program Year 2020 scholarship application period until September 30, 2020.



**Agenda Item Cover Memo**  
**July 16, 2020**

**To:** Community Development Advisory Committee  
**Agenda Items:** 4. Housing Rehabilitation: Viola Abrams, 506 Reedwood Drive: Final Change Order/Scope of Work  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

**SYNOPSIS**

This item is a special request by Ms. Viola Abrams (506 Reedwood Dr.), who was previously approved additional funding and received services completed for unfinished and faulty work done by a previous year contractor. Santex Building Company was placed under contract to complete the work has completed additional work. This item covers the final change order and scope of work modifications, and will finalize this project.

**BACKGROUND**

The CDBG Program has expended the following on the property:

Fifth Ward Contractors	\$6,468.97
Fort Bend Habitat for Humanity	\$5,965.37
Santex Building Company	\$3,535.00
	<b>\$15,969.34</b>

On Wednesday, July 1, 2020 a site home visit was performed at 506 Reedwood with Ms. Viola Abrams, by Otis Spriggs, Director of Development Services, along with Chris Linares, Santex Construction, and CDAC Committeemember Zelia Brown.

**Upon the site visit following areas were inspected:**

Work Request	Director's Notes	Funding Resource Status
1. Repaint new work area at Ceiling in Family Room, with Semi-Gloss white paint to match.	Director's opinion is that ceiling work looks excellent. At homeowners request paint the ceiling.	Covered in Contract. Request CDAC approval to expend out of Residential Paint Project Program funds.
2. Receptacle Plates Pending reinstallation	Schedule work in next 2 weeks.	Covered in Contract
3. Patio Door, Fixed unit needs to be repaired in terms of operation	Schedule work in next 2 weeks.	Covered in Contract
4. Paint inside/outside trim/casing at Patio Door	Schedule work in next 2 weeks.	Funding: Request CDAC approval to expend out of Residential Paint Project Program funds.
5. Replace baseboard to right of patio door from corner to new drywall area.	Workmanship appears to need improvement. Match profile and paint as best possible. Schedule work in next 2 weeks.	
6. Fire Extinguisher	Will be delivered in 7 days.	In Stock



<b>7. Base board left of patio door</b>	Staff recommends leaving at current height.	N/A
<b>8. Washing/Dryer Door replacement.</b>	Staff recommends not repairing. Door system is the old aluminum door and tracking system. Now that newer front load washer dryer are installed, old tracking door system will never work.	N/A
<b>9. Two areas of Soffit need caulking. 1- in front, 1- area midways garage side wall in center.</b>	Provide new caulking to close up open areas where noticed. Schedule work in next 2 weeks.	Funding: Request CDAC approval to expend out of Residential Paint Project Program funds.
<b>10. Furnace not working.</b>	This was a 2015 repair done in program. Warranty is not applicable in this case.	Rehab funding for this application Program Year is replenished.

#### **4- New Change work scope order items:**

1. Repainting of the gloss white area of the family room ceiling, where new work was done with semi-gloss paint;
2. Painting of casing work inside and outside of installed patio door (paint to be funded through the residential paint program)
3. baseboard replacement and painting to the right of the patio door in corner where repairs occurred.
4. Provide the requested fire extinguisher (Pick up from Development Services/\$0 costs).
5. Repair two areas of exterior soffit needing caulking. 1- in front, 1- area midways garage side wall in center (Caulking to be funded by residential paint program).

### **FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City's general fund.

### **SUPPORTING MATERIALS**

1. New Change Order/Scope of work details (CDAC approval requested)
2. Abrams File Documents

### **STAFF'S RECOMMENDATION**

Staff recommends the CDAC to approve or deny additional change order work outside of the Scope of Work Agreement (Attachment 1) at 506 Reedwood Dr. Missouri City, under the current FY2019 residential paint project funding account and close out this case.



**CITY OF MISSOURI CITY**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**HOUSING REHABILITATION PROJECT**  
**REQUEST FOR CHANGE ORDER**

Change Order Number 1

DATE: 07/15/2020

HOMEOWNER: Viola Abrams

ADDRESS: 506 Reedwood Dr.

CITY, ZIP CODE: Missouri City, TX 77489

CONTRACTOR NAME: Santex Construction

As contractor for the rehabilitation of the above property, the following change order is requested. Provide Explanation and describe item(s) submitted for change order request (attach additional documentation if needed):

**Changes to Existing Line Items** (Items from original Scope of Work or added in previous change order only)

Item No.	Item Description	Current Quantity	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price
1	Repainting of the gloss white area of the family room ceiling					\$325.00
2	Painting of casing work inside and outside of installed patio door					\$175.00
3	Baseboard replacement and painting to the right of the patio door					\$110.00
4	Repair two areas of exterior soffit needing caulking. 1- in front, 1- side					\$275.00

**New Items Requested** (Items without a unit price in the original Scope of Work)  
**(attach separate documentation if necessary):**

Item No.	Item Description	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price
1	Install city provided Fire Extinguisher				<del>\$45.00</del>
2					

Subject to conditions hereinafter set forth, an equitable adjustment of the contract price and the contract time is established as follows:

Original sum:	\$6,468.97
Net change	\$5,965.37 + \$3,535.00
<b>Amount of this change order:</b>	<b>+ \$ 1,257.00</b>
<b>New sum including this and previous change orders:</b>	<b>\$ 17,226.34</b>

The contract time will be increased/decreased/unchanged (circle one) by \_\_\_\_\_ calendar days. Therefore, the new date for Completion of Contract is \_\_\_\_\_.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
City of Missouri City Representative Signature

7/16/20 CHANGE ORDER FORM



## Santex Building Company

Build | Restor | Renovate

General Contractors / Project Managers  
2020 East Broadway, Suite B  
Pearland, Texas 77581  
Office 713-999-1954  
www.TeamSantex.com

Client: Viola Abrams  
Property: 506 Reedwood Dr.  
Missouri City, TX 77489

Operator: SANTEX1

Estimator: Christopher Linares  
Business: 4608 W. Walnut  
Pearland, TX 77581

Business: (832) 315-7620  
E-mail: chris@teamsantex.com

Date Entered: 7/16/2020 10:48 AM      Date Job Contracted:  
Date Job Began:                              Date Job Completed:

Price List: TXHO7R\_JUL20  
Labor Efficiency: Remodel  
Estimate: 2019-07-06-238CO

Understanding that there is a possibility of errors and/or omission, **Santex Building Company** reserves the rights to amend this estimate as needed for market and/or unit cost change. This estimate is designed to provide comparative pricing information for restoration service and remodel of subject property in accordance with all standards for compliance set forth by the **Texas Building Code**. Any additional findings included but not limited to hidden or additional damages not seen at the time of this estimate will be amended and processed by supplement and/or change order format. No warranties on price, cost, omissions and/or liabilities can be assumed by **Santex Building Company and/or their estimators**.



**Santex Building Company****Build | Restor | Renovate**

General Contractors / Project Managers  
2020 East Broadway, Suite B  
Pearland, Texas 77581  
Office 713-999-1954  
www.TeamSantex.com

**2019-07-06-238CO****Room: Family Room Ceiling Paint**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
1. Painting of Ceiling	1.00 EA	0.00	325.00	325.00
1. Apply floor protection and cover the existing furniture in order to paint the ceiling. 2. Paint ceiling area were owner states the paint does not match. This area is limited to the area that was previously repaired. We will allow a 10' x 10' area. 3. Please be advised the paint will not match 100%. 4. Owner will provide paint selection for ceiling paint.				
Room Totals: Family Room Ceiling Paint				325.00

**Room: Painting of Interior and Exterior Door Casing**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2. Paint Interior and Exterior Door Trim	1.00 EA	0.00	175.00	175.00
1. Mask off the existing interior and exterior door trim. 2. Paint the new interior 3 piece door casing. 3. Paint the exterior door casing. 4. All door trim painting is limited to the new patio door installed by Santex. 5. Owner will need to provide the color selection for the door trim paint. 6. Trim will only be painted one color.				
Room Totals: Painting of Interior and Exterior Door Casing				175.00

**Room: Base Board and Paint on right side of Patio Door**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
3. Base Board and Paint Repairs	1.00 EA	0.00	110.00	110.00
1. Remove the existing base board on the right side of the patio door. 2. Install new base board on right side of the patio door. We will match the base board as close as possible to the existing base board. 3. Paint the newly installed base board to match the existing. 4. Paint will not match 100%. 5. Owner to provide paint selection for base board.				

2019-07-06-238CO

7/16/2020 Page: 2

**Santex Building Company****Build | Restor | Renovate**

General Contractors / Project Managers  
2020 East Broadway, Suite B  
Pearland, Texas 77581  
Office 713-999-1954  
www.TeamSantex.com

**CONTINUED - Base Board and Paint on right side of Patio Door**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Room Totals: Base Board and Paint on right side of Patio Door				110.00

**Room: Fire Extinguisher**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
4. Fire Extinguisher	1.00 EA	0.00	45.00	45.00
1. Trip Charge to pick up City provided fire extinguisher. 2. Install City provided fire extinguisher.				
Room Totals: Fire Extinguisher				45.00

**Room: Exterior Soffit Repairs**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
5. Soffit Repairs	1.00 EA	0.00	275.00	275.00
1. Recualk soffit area on area in front of the home at the covered entry way. 2. Recualk soffit area on area midway on the side of the garage area. 3. We will provide an allowance of 20 LF of caulking. We will remove the damaged caulking and reapply in the above areas. 4. No wood work or painting is included in this scope of work.				
Room Totals: Exterior Soffit Repairs				275.00
<b>Line Item Totals: 2019-07-06-238CO</b>				<b>930.00</b>



## Santex Building Company

Build | Restor | Renovate

General Contractors / Project Managers  
2020 East Broadway, Suite B  
Pearland, Texas 77581  
Office 713-999-1954  
www.TeamSantex.com

### Summary

Line Item Total	930.00
Genral Contidions	279.00
Admin Fee	93.00
<b>Grand Total</b>	<b>1,302.00</b>

\_\_\_\_\_  
Christopher Linares

**\$1,257.00**  
**(Less \$45 Fire**  
**Extinguisher**  
**Delivery/Install)**  
.

### Bid Clarifications:

1. Owner will be responsible for paint color selection.
2. Paint will not match 100% even when the selection is the same formular as the existing paint.
3. Work is limited to the scope of work listed in this change order estimate.



## Agenda Item Cover Memo July 16, 2020

**To:** Community Development Advisory Committee

**Agenda Items:** 5.a. **Project Year 2020 Action Plan Preparation**

1. CDBG Program Year 2020 Applications & Funding Preparation
2. Future CDAC Agenda Scheduling/Public Hearing Schedule

**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

### SYNOPSIS

The PY2020 CDBG application period for scholarships, agencies and housing rehabilitation began May 8, 2020. On that date residents and agencies may obtained applications from the City's web site, <http://www.missouricitytx.gov> or in-person at the City's Development Services Department, 1522 Texas Parkway, Missouri City, TX 77489. Deadline for completed applications was July 3, 2020 (accepted on Monday due to holiday).

This item allow the Committee to review the agency applications for funding and to recommend the projects to be funded and the amount of funding for the PY20 Action Plan. The City is in its second year of the 2019-2023 Consolidated Plan.

Staff is preparing a waiver request to be sent to HUD to extend the PY2020 Action Plan deadline to August 16, 2021. This will allow the CDAC and administrative staff adequate time to develop a workable action plan and capture all programs prioritized by the committee. No formal action is needed on the PY Action Plan on this agenda.

### BACKGROUND

#### **2020 Annual Action Plan**

The City full-year allocations for the Office of Community Planning and Development's (CPD) formula Community Development Block Grants Program (CDBG) for PY 20 is \$296,662.00.

- **PY20 Sub-recipient Projects:** Fort Bend Seniors Meals on Wheels and Edison Arts projects are the only two (2) received subrecipient applications. Applications and Evaluation Forms are provided following this cover for committee consideration.
- **PY20 Scholarships:** Only 1 application was received at deadline. Staff requests extending this deadline until August 7, 2020. Last year scholarships were awarded at \$1,867.50 each.
- **PY20 Code Enforcement:** The PY 2020 Code Enforcement application was received. Evaluation Form and Quarterly Code Enforcement Reports follow this cover.
- **PY20 First Time Homebuyers Program:** This project is underway. The CDBG program is working with local title agencies and real estate agents to provide homebuyers counseling workshop. Notice of program and applications will be released to the public during the spring application season.

- **PY20 Residential Paint Project:** This project is underway. The CDBG program have partnered with Code Enforcement and local businesses to provide paint and materials to supplement project resources. Notice of project will be released to the public during the spring application term.
- **PY20 Residential Housing Rehabilitation Program: Seven (7) applications were received. Processing will begin immediately after Action Plan approval.**

The City has implemented several options regarding fulfilling its citizen participation obligations to obtain input from citizens, public agencies and other interested parties:

1. Publication of notice of public hearings in the Fort Bend Herald Newspaper
2. Publication of notice on the City's Website, City Hall bulletin and Library postings
3. News release circulated via City-wide communication tools and outlets
4. 2- Pre-application Virtual Information Sessions were held.

The following sample budget parameters are suggested by staff for consideration (Please refer to the worksheet next sheet for recommended activities and sample funding allocations):

#### **Sample Budget: PY2020 (City FY 2020-2021)**

##### **Public Service Activities**

- Agency
- Agency
- Agency
- Agency
- Educational Scholarships

##### **Funding Allocation (Cap: 15% of total funding)**

\$	
\$	
\$	
\$	
\$	

**Total: \$ 44,499.30**

##### **Non-Public Service Activities**

- Community Dev. Project/ New Program
- Parks/ New Program
- Infrastructure

##### **Funding Allocation**

\$	
\$	
\$	

- Housing Rehabilitation
- Code Enforcement
- Administration (Cap: 20% of total funding):

\$	
\$	<u>51,537.00</u>
\$	<u>59,332.40</u>

**Total: \$ \$296,662.00 (PY20 Allocation)**

#### **FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

#### **SUPPORTING MATERIALS**

1. Approved PY20 Budget and Proposed Worksheet

### STAFF'S RECOMMENDATION

Staff recommends that the CDAC Committee review supportive documentation and recommend funding of PY 20 public service and non-public service activities in accordance with HUD's national objectives. The PY2020 Action Plan draft will remain available for review, comments and editing until final approval by Council on August 17, 2020, in the 2nd of two Public Hearings.

### **2020 Annual Action Plan Preparation**

The Budget Worksheet is provided below as a tool to see the overall activities that could possibly be funded for PY2020/FY2020 during the City's budgeting process. This will aid us in determining activities as part of the new PY 2020 Action Plan submission due August, 2020.

<b>FY 21 Proposed Budget</b>	<b>Public Services Activity (15% Cap=\$44,499.30)</b>
\$13,000.00	Post-secondary Scholarships for College or Technical School Students
\$15,749.65	Agency 1
\$15,749.65	Agency 2
<b>\$44,499.30</b>	<b>Total</b>
	<b>Housing Rehabilitation Program</b>
<b>\$95,518.00</b>	Owner Occupied Housing Rehabilitation
<b>\$38,000.00</b>	Non-Public Service Activity (1st Time Homebuyer Program \$27,000/ Residential Paint Project \$11,000)
	<b>Public Facilities and Neighborhood Facilities</b>
	N/A
	<b>Code Enforcement Activity</b>

<b>\$51,537.00</b>	Code Enforcement
	<b>Economic Development</b>
	<b>Program Administration (20% Cap= \$59,332.40)</b>
\$ 41,440.00	Salary & Benefits
\$ 10,092.40	Professional Services/ Consulting
\$ 4,300.00	Travel & Training
\$ 1,100.00	Dues & Subscription
\$ 1,400.00	Publication & Delivery Cost
\$ 1,000.00	Fair Housing Activity(s)
<b>\$59,332.40</b>	<b>Total</b>
	<b>Available Resources</b>
<b>\$296,662.00</b>	PY 2020 HUD Allocation

**Proposed CDBG, PY2020 Program /Agenda Schedule:**

July 13, 2020	Possible CDAC Zoom Meeting, 6:00 PM
July 16, 2020	Draft PY2020 Action Plan released for 30-day Public Input
August 3, 2020	First City Council Public Hearing PY2020 Action Plan
August 17, 2020	2 <sup>nd</sup> Public Hearing, Final Council Action (Submitted to HUD).

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. PY 2019 – PY 2020 CDBG BUDGET WORKSHEET
2. Public Notice

**STAFF'S RECOMMENDATION**

Staff recommends the CDAC Committee receives listed updated by the Development Services Department, and determines meeting schedule and program preparation guidance.

City of Missouri City PY 2019 CDBG Activities

Public Services Activity (15% Cap=\$42,705)	FY20 Actual Allocated Amount	FY 21 Proposed Budget	Public Services Activity (15% Cap=\$44,499.30)
Post-secondary Scholarships for College or Technical School Students	\$11,205.00	\$13,000.00	Post-secondary Scholarships for College or Technical School Students
Child Advocates	\$10,500.00		Agency 1
Meals on Wheels	\$10,500.00	\$15,749.65	Agency 2
Edison Arts	\$10,500.00	\$15,749.65	Agency 3
<b>Total</b>	<b>\$42,705.00</b>	<b>\$44,499.30</b>	<b>Total</b>
<b>Housing Rehabilitation Program</b>			<b>Housing Rehabilitation Program</b>
Owner Occupied Housing Rehabilitation	\$95,518.00	\$95,518.00	Owner Occupied Housing Rehabilitation
Non-Public Service Activity (1st Time Homebuyer Program \$27,000/ Residential Paint Project \$11,000)	\$38,000.00	\$38,000.00	Non-Public Service Activity (1st Time Homebuyer Program \$27,000/ Residential Paint Project \$11,000)
<b>Public Facilities and Neighborhood Facilities</b>			<b>Public Facilities and Neighborhood Facilities</b>
N/A			N/A
<b>Code Enforcement Activity</b>			<b>Code Enforcement Activity</b>
Code Enforcement	\$51,537.00	\$51,537.00	Code Enforcement
<b>Economic Development</b>			<b>Economic Development</b>
<b>Program Administration (20% Cap= \$56,940)</b>			<b>Program Administration (20% Cap= \$59,332.40)</b>
Salary & Benefits	\$ 41,440.00	\$ 41,440.00	Salary & Benefits
Professional Services	\$ 8,000.00	\$ 10,092.40	Professional Services/ Consultanting
Travel & Training	\$ 4,200.00	\$ 4,300.00	Travel & Training
Dues & Subscription	\$ 1,100.00	\$ 1,100.00	Dues & Subscription
Publication & Delivery Cost	\$ 1,200.00	\$ 1,400.00	Publication & Delivery Cost
Fair Housing Activity(s)	\$ 1,000.00	\$ 1,000.00	Fair Housing Activity(s)
<b>Total</b>	<b>\$56,940.00</b>	<b>\$59,332.40</b>	<b>Total</b>
<b>Available Resources</b>			<b>Available Resources</b>
PY 2019 HUD Allocation	\$284,700.00	\$296,662.00	PY 2020 HUD Allocation
		\$2,303.17	Unexpended Carryover funds for PY16: Housing Rehab \$2,303.17.
		\$151,473.72	Unexpended Carryover funds for PY17: Housing Rehab \$108,618.49; ADC Costs \$12,855.23; Housing Study \$30,000.
		\$129,049.43	Unexpended Carryover funds for PY18: Housing Rehab \$83,524.14; ADC Costs \$7,164.46; Parks & Rec Park Project \$37,000; Edison Arts \$835.83; Scholarship Award (Julianna Smith) \$525.
		\$243,545.40	Unexpended Carryover funds for PY19: CDBG Admin \$29,212.49; Housing Rehab \$ 85,966.20; ADC Costs \$9,551.80; Paint Project \$11,000; 1st Time Home Buyers Project \$27,000; Code Enforcement \$30,109.91; Child Advocates \$10,500; Edison Arts \$10,500; Meals on Wheels \$10,500; Scholarship \$11,205. Budget Amendment necessary to account for \$8000 of Program Admin (Professional Services) Costs for FY20
<b>Total</b>		<b>\$823,033.72</b>	<b>Total</b>





## Agenda Item Cover Memo

July 16, 2020

**To:** Community Development Advisory Committee  
**Agenda Items:** Project Updates:  
6.a. CARES Act: Updates for Harris County Small Business Recovery Fund and Fort Bend County Rent, Mortgage and Utility Assistance Program  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

### SYNOPSIS

The City of Missouri City is currently underway with its Program Year (PY) 2019 projects. The status for each project is included in the background.

Please note that staff will be requesting available program waivers from HUD regarding Plan submission requirements and deadlines, notice deadlines, and community participation plan process waivers to accommodate virtual meetings caused by COVID-19.

CDBG-CV projects must meet one of three National Objectives: 1) Benefit Low- to Moderate-Income Persons/Households; 2) Aid in the Prevention/Elimination of Slum and Blight; or 3) Meet an Urgent Need.

### BACKGROUND

**CDBG COVID-19 CARES ACT-** The funding allocation for Missouri City is: **\$174,516.00:** B-20-MW-48-0040, CDBG-CV.

Staff is requesting a discussion by the CDAC of recommendation of program activities to expend emergency CARES ACT funding and amend PY2019 Action Plan.

#### **Uses of the Coronavirus Aid, Relief, and Economic Security Act ("CARE ACT ") "Coronavirus Relief Funds"**

- The funds can be used to cover costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- To respond directly to the emergency, such as by addressing medical or public health needs,
- Expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.
- Were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
- Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

**Below are possible project types that can be funded:**

- a. Small Business Stabilization Grant
- b. Supplement existing sub-recipients, such as Meals on Wheels
- c. Youth Educational Programs, Educational Supply Funding
- d. Domestic Violence Assistance; Assist in domestic violence related location services (work program with PD)
- e. Recreational or Summer Season Programming for Youth
- f. Temporary rent/utility assistance/ voucher (3 month max)
- g. Food Bank Assistance/ Food Security Support
- h. Quarantine relocation reimbursement
- i. Rapid rehousing for the homeless
- j. Daycare vouchers

**Other Updates:**

Fort Bend County has received 1,839 small business applications as of 7/15/202. \$1.14m has been paid with \$20.7m in the queue to be processed. The total estimated payments for the current pool is \$27.6m. County staff still needing help promoting the program by referring businesses to: [www.fortbendcountytx.gov](http://www.fortbendcountytx.gov).

The Rental/Mortgage/Utility Assistance program has an eligible applicant pool for June and July of 6,253 with expected payment totals estimated at \$6.1m for each month. We have made payments totaling \$1.2m to date with 2,269 individual payments and are communicating with landlords, mortgage companies, and utility providers to avoid evictions, foreclosures, and disconnects. I'm engaging additional county resources to move the Accounts Payable process quicker. The next phase will open on 7/20/2020 for payments benefiting August and September.

Local Government reimbursement submissions total \$1.6m with payments of \$447k to date.

<b>FISCAL ANALYSIS</b>
------------------------

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

<b>SUPPORTING MATERIALS</b>
-----------------------------

- 1. CARES Act Funding Allocation Letter
- 2. CARES Act Overview

<b>STAFF'S RECOMMENDATION</b>
-------------------------------

Staff recommends the CDAC Committee receive CARES Act Updates.



ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-7000

April 2, 2020

The Honorable Yolanda Ford  
Mayor of Missouri City  
1522 Texas Parkway  
Missouri City, TX 77489-2170

Dear Mayor Ford:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$174,516.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be

posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'John Gibbs', with a stylized, cursive script.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development

# **National Community Development Association Analysis of the Coronavirus Aid, Relief, and Economic Security (CARES) Act**

## **Department of Housing and Urban Development**

### **Community Development Block Grant Program - \$5 billion**

Use of Funds: prevent, prepare for and respond to the coronavirus

#### Distribution of Funds:

**\$2 billion** direct allocation to states and local governments through the regular program formula – 70% to entitlement communities and 30% to States (all grantees that received a CDBG allocation in FY20 will receive this funding). HUD must allocate the funds within 30 days of enactment of the bill.

**\$1 billion** to states based on a new formula (public health needs, risk of transmission of coronavirus, number of coronavirus cases compared to the national average, economic and housing market disruptions, and other factors determined by HUD). States will allocate the funds to entitlement/non entitlement communities. HUD must allocate the funds within 30 days of enactment of the bill.

**\$2 billion** to be allocated directly to states and local governments via a new formula to be developed by HUD (prioritizing risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market disruption resulting from coronavirus). The funds will be used to cover or reimburse allowable costs incurred by a state or locality regardless of the date on which the costs were incurred. Allocations will be made on a rolling basis.

#### **Provisions Related to the \$5 Billion CDBG Allocation**

- Extends the deadline for submission of the FY19 and FY20 con plan/action plans. Due date is now **August 16, 2021**.
- Suspends the 15% cap on public services, including FY19 and FY20 CDBG funds
- 5-day public comment period
- Eliminates in-person public hearings, but allows virtual hearings
- Suspends in-person public hearings; allows grantees the option of holding virtual hearings.
- Allows HUD to waive further program requirements (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment).

### **Emergency Solutions Grant Program - \$4 Billion**

Use of Funds: prevent, prepare for, and respond to the coronavirus among individuals and families who are homeless or receiving homeless assistance and homelessness prevention activities. Funds may be used to cover or reimburse allowable costs incurred by states/local governments to prevent, prepare for, and respond to the coronavirus incurred prior to enactment of this measure.

#### Distribution of Funds:

**\$2 billion** allocated through the regular program formula to all grantees that received funding in FY20 HUD must allocate the funds within 30 days of enactment of the bill.

**\$2 billion** allocated to states and local governments to areas with the greatest need via a formula to be developed by HUD (risk of transmission of coronavirus, high numbers or rates of sheltered homeless, and economic and market conditions). Very low-income individuals and families (50% or less of AMI) at risk of homelessness are eligible for homelessness prevention assistance. HUD must allocate the funds within 90 days.

#### **Provisions Related to the \$4 Billion ESG Allocation**

- Allows recipients to deviate from regular procurement standards when procuring goods and services to prevent, prepare for, and respond to the coronavirus.
- Recipients can use up to 10 percent of the allocation for administrative purposes. In addition to the 10% for admin, these funds can be used to provide hazard pay, including for time worked prior to the date of this bill, for staff working directly to prevent, prepare for, and respond to coronavirus among the homeless or persons at risk of homelessness.
- The funds are not subject to the citizen participation requirements.
- No match requirement.
- No cap on emergency shelter activities.
- Funds can be used to provide temporary shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to the coronavirus.
- Environmental review standards will not apply to these funds.

#### **Housing Opportunities for Persons with AIDS (HOPWA) - \$65 million**

- \$50 million will be allocated according to the regular HOPWA funding formula
- Up to \$10 million may be used to provide one-time non-renewable awards to HOPWA Public Supportive Housing grantees originally funded with HOPWA competitive grants in FY2010 or earlier.
- Up to 2% (\$1.3 million) may be used for non-competitive increases of awards to existing HOPWA Technical Assistance providers.

#### **Provisions Related to the \$65 Million HOPWA Allocation**

- Housing payment assistance for rent, mortgage, or utilities payments to prevent the homelessness of the tenant or mortgagor of a dwelling may be provided for a period of up to 24 months instead of just 21 weeks.
- To protect persons who are living with HIV/AIDS, funds may be used to self-isolate, quarantine, or to provide other coronavirus infection control services for household members not living with HIV/AIDS.
- Funds may also be used to provide relocation services, including providing lodging at hotels, motels, or other locations, for persons living with HIV/AIDS and household members not living with HIV/AIDS.
- Allowable administrative costs have been increased from 3% to 6% for grantees and from 7% to 10% for project sponsors.

#### **Tenant-Based Rental Assistance (TBRA) - \$1.25 billion**

\$1.25 billion for **TBRA operating assistance to public housing agencies** to maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus.

- \$850 million for a combination of administrative costs, expenses to support and maintain the health and safety of assisted households, and to retain and support participating landlords.
- \$400 million to adjust renewal funding for voucher costs

Distribution of Funds: The funds will be distributed based on need, as determined by HUD.

#### **Other Provisions:**

- HUD can waive or set alternative requirements, for any statute or regulation (other than those related to fair housing, nondiscrimination, labor standards, and the environment).
- HUD may award unobligated TBRA funds from prior fiscal years for incremental TBRA.

#### **Project-Based Rental Assistance - \$1 billion**

\$1 Billion for to provide additional funds to owners or sponsors of properties receiving project-based assistance maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus.

HUD can waive or set alternative requirements, for any statute or regulation (other than those related to fair housing, nondiscrimination, labor standards, and the environment)

#### **Public Housing - \$685 million**

\$685 million for Public Housing Operating Fund to provide additional funds for public housing agencies to maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus.

#### **Other Provisions:**

- HUD can waive or set alternative requirements, for any statute or regulation (other than those related to fair housing, nondiscrimination, labor standards, and the environment).
- PHAs can combine capital and operating funds through December 31, 2020, including funds from past fiscal years, to respond to coronavirus. HUD may extend this flexibility in additional 12-month increments, if needed.

#### **Housing for the Elderly (Section 202) Program - \$50 Million**

\$50 million to provide additional assistance to owners or sponsors of Section 202 properties to maintain normal operations and take other necessary actions during the period that the program is impacted by the coronavirus.

- Up to \$10,000,000 shall be for service coordinators and the continuation of existing congregate service grants for residents of assisted housing projects.

#### **Housing for the Elderly (Section 202) Program - \$15 Million**

\$15 million for to provide additional assistance to owners or sponsors of Section 811 properties to maintain normal operations and take other necessary actions during the period that the program is impacted by COVID-19.

### **Foreclosure/Eviction Moratorium/Forbearance on Federally Back Mortgages**

#### **Single-Family mortgage foreclosure moratorium and forbearance**

Provides for a moratorium on foreclosure of federally backed mortgage loans on 1-4 family properties for at least 60 days.

Allows borrowers facing financial hardship to request forbearance on payments on federally backed mortgages for up to 60 days. Borrowers may request extensions of the forbearance for up to four additional periods of 30 days each. This forbearance provision will be in effect for the earlier of the end of the COVID-19 state of emergency or December 31, 2020.

#### **Multi-family mortgage foreclosure forbearance**

Allows borrowers facing financial hardship to request forbearance on payments of federally backed mortgages for up to 30 days. Borrowers may request extensions of the forbearance for up to two additional periods of 30 days each. This forbearance provision will be in effect for the earlier of the end of the COVID-19 state of emergency or December 31, 2020.

Borrower may not evict or initiate eviction of tenants for non-payment during the forbearance period.

#### **Temporary moratorium on eviction filings (HOME and HOPWA Projects Included)**

In addition to prohibiting eviction of tenants in multifamily properties with federally backed mortgages during a forbearance period, there will be a general moratorium on the eviction of tenants in certain covered properties for non-payment of rent for 120 days after enactment of the Act. The covered properties include most federally assisted single and multi-family properties, including tax-credit projects and projects covered by the Violence against Women Act (VAWA). VAWA includes HOME and HOPWA assisted projects.

## **Coronavirus Relief Fund - \$150 Billion**

Use of funds: The funds are to be used for COVID-19 related expenditures incurred by State, tribal or local governments between March 1, 2020 - December 31, 2020 that were not already covered by their existing budget.

### Distribution of Funds:

\$150 billion is appropriated for allocation to states, tribal governments and local governments to pay for direct expenditures related to COVID-19.

- \$3 billion is set-aside for the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and American Samoa
- \$8 billion is set-aside for tribal governments
- Each state will receive a pro-rata share of the remaining funds based on the state's population, but not less than a minimum allocation of \$1.25 billion.
- Allocates direct assistance to local governments with a population of 500,000 or more. The chief elected official must certify that the funds are being used for budget costs not accounted for in the most recent adopted budget, necessary expenditures incurred due to the COVID-19 and costs incurred between March 1, 2020 – December 31, 2020.
- Requires the Treasury to allocate the funds within 30 days.

## **CARES ACT ASSISTANCE BY FEDERAL DEPARTMENT/AGENCY**

### **Department of Agriculture**

- \$9.5 billion to provide support for agricultural producers impacted by coronavirus, including producers of specialty crops, producers that supply local food systems, including farmers markets, restaurants, and schools, and livestock producers, including dairy producers.
- \$8.8 billion for Child Nutrition Programs – National School Lunch and Breakfast Programs; Special Supplemental Nutrition Program for Women, Infants and Children; Child and Adult Care Food Program; and the Summer Food Service Program
- \$15.810 billion for the Supplemental Nutrition Assistance Program
- \$450 million for the Commodity Assistance Program for the emergency food assistance program.

### **Centers for Disease Control and Prevention**

\$4.3 billion for CDC-wide activities and program support to prevent, prepare for, and respond to coronavirus. Not less than \$1.5 billion shall be for grants or cooperative agreements with States, localities, territories, tribes, tribal organizations, urban Indian health organizations, or health service providers to tribes, including to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. Every grantee that received a Public Health Emergency Preparedness grant for fiscal year 2019 shall receive not less than 100 percent of that grant level.

### **Department of Commerce**

#### **Minority Business Development Agency**

\$10 million to provide grants to Minority Business Centers and Minority Chambers of Commerce for the education, training, and advising of minority business enterprises on federal resources and business response to COVID-19 for small businesses. No matching funds are required.

#### **Economic Development Administration**

\$1.5 billion for the Economic Development Assistance Programs including for necessary expenses for responding to economic injury as a result of coronavirus, provided the funds are used for economic adjustment assistance



**Manufacturing Extension Partnership (MEP)**

\$50 million for distribution to the 51 MEP centers to assist manufacturers recover from the economic impacts of the coronavirus. Waives the match requirement.

**Fishery Participants**

\$300 million for Tribal, subsistence, commercial, and charter fishery participants affected by the novel coronavirus (COVID-19), which may include direct relief payments for economic losses greater than 35% compared to their prior 5-year average revenue.

**Department of Education****Education Stabilization Fund**

\$30.75 billion, including formula grants to state education departments from the Elementary and Secondary School Emergency Relief Fund. States are required to subgrant at least 90% of the funds to local education agencies.

**Federal Emergency Management Agency****Disaster Relief Fund**

\$45 billion for the Disaster Relief Fund to provide for the immediate needs of states, local governments, tribal governments, territorial governments, and private non-profit organizations performing critical and essential services. Reimbursable activities include personal protective equipment, National Guard deployment, safety measures, coordination of logistics, and medical response.

**Emergency Food and Shelter Program**

\$200 million for the Emergency Food and Shelter Program. The Emergency Food and Shelter Program supplements and expands the work of local social service organizations, both non-profit and governmental, to provide shelter, food and supportive services to individuals and families who have economic emergencies.

**Assistance to Firefighters**

\$100 million (grants) for the purchase of protective gear, supplies and related reimbursements

**Emergency Management Performance Grants**

\$100 million for grants to states, local, tribal, and territorial emergency management agencies to implement the National Preparedness System.

**Department of Health and Human Services****Administration for Children and Families**

- \$900 million for the Low-Income Home Energy Assistance Program (LIHEAP) to help low-income, disabled and elderly populations pay for home heating and cooling.
- \$3.5 billion for payments to States for the Child Care and Development Block Grant, to supplement, funds for child-care assistance for low-income families. Funds may be used to provide continued payments and assistance to child-care providers in the case of decreased enrollment or closures related to coronavirus, and to assure they are able to remain open or reopen.
- \$1 billion for carrying out activities under the Community Services Block Grant (CSBG) for families with incomes up to 200% of the Federal poverty level instead of 125% of the poverty level.
- \$750 million for making payments under the Head Start Act.
- \$45 million for Family Violence Prevention and Services formula grants with such funds available to grantees without regard to matching requirements.

- \$25 million for carrying out activities under the Runaway and Homeless Youth Act without regard to matching requirements.
- \$45 million for child welfare services without regard to matching requirements.
- \$15.5 billion for the Supplemental Nutrition Assistance Program (SNAP).

### **Administration for Community Living – Aging and Disability Services Programs**

\$820 million for activities under the Older Americans Act

- \$200 million for in-home supportive services
- \$500 million for senior nutrition programs
- \$100 million support services for family caregivers
- \$20 million for elder rights protection activities

\$50 million for aging and disability resource centers

\$85 million for centers for independent living

### **Public Health and Social Services Emergency Fund**

- \$90,000,000 to the Health Resources and Services Administration for the Ryan White HIV/AIDS Program for modifications to existing contracts, and supplements to existing grants and cooperative agreements.
- \$100 billion for a Public Health and Social Services Emergency Fund to reimburse eligible health care providers for health care related expenses or lost revenues that are attributable to coronavirus.

### **Department of Justice**

\$850 million for state and local law enforcement assistance to be awarded pursuant to the formula allocation that was used in fiscal year 2019 for the Edward Byrne Memorial Justice Assistance Grant program.

### **Small Business Administration**

#### **Paycheck Protection Program**

\$349 billion in new loan authority to provide loans of up to \$10 million to small businesses impacted by coronavirus (including non-profits) with fewer than 500 employees. Borrowers must use the funds to retain workers and maintain payroll or make mortgage payments, lease payments, and utility payments. Loans may be forgiven in whole or in part based on the number of employees and their salary levels that are maintained. The forgiven amounts will not be taxable.

#### **Emergency Economic Injury Disaster (EID) Grants**

\$10 billion advances of \$10,000 for small businesses and nonprofits applying for SBA Economic Injury Disaster Loans. The grants will be provided within 3 days of applying for the EID Loans. The grants do not have to be repaid even if the EIDL loan is denied.

#### **Subsidy for Certain Loan Payments (Debt Relief)**

\$17 billion to provide debt relief for 6 months for new or existing borrowers under certain SBA programs, including SBA 7(a), 504 or microloans. The SBA debt relief will cover principal interest and fees.

#### **Direct Loans Program**

\$562 million for administrative expenses and program subsidy for SBA Disaster Loans Program to prevent, prepare for and respond to the coronavirus.

### **Department of Transportation**

\$25 billion for public transit. Allocated via a formula to urban and rural areas.

## **Treasury Department**

### **Economic Stabilization Fund - \$500 billion**

- \$25 billion to make loans and loan guarantees for passenger air carriers
- \$4 billion to make loans and loan guarantees for cargo air carriers
- \$17 billion to make loans and loan guarantees for businesses critical to maintaining national security
- \$454 billion for the Federal Reserve to purchase obligations of state and local governments to cover losses incurred as a result of COVID-19

### **2020 Recovery Rebates for Individuals**

Income Tax rebates of \$1,200 (\$2,400 in the case of eligible individuals filing a joint return), plus \$500 for each qualifying child for households with income up to \$150,000 in the case of a joint return, \$112,500 in the case of a head of household, and \$75,000 in the case of all other taxpayers. For households over these limits the amounts shall be reduced by 5% of the amount of income over these limits.

## **Department of Veterans Affairs**

\$15.86 billion to provide additional funding to VA hospitals to support the increased demand for health services due to COVID-19 and the purchase of personal protective equipment and test kits.

\$590 million for key VA programs, including the Health Care for Homeless Veterans (HCVV) Program which provides outreach, case management and residential treatment services to help veterans transition from the streets to permanent housing. Funding can also be used for the Supportive Services for Veterans Program (SSVF) to help very low-income veterans and their families who are homeless – or at risk of becoming homeless – obtain permanent housing. The bill also supports the Homeless Providers Grant and Per Diem Program which pairs VA medical center personnel with state, local and tribal grant recipients to fund, develop and operate transitional housing and service centers for homeless veterans.

## **OTHER IMPORTANT PROVISIONS OF THE CARES ACT**

### **Strategic National Stockpile - \$16 billion**

To replenish the Strategic National Stockpile of personal protective equipment, pharmaceuticals, and other medical supplies, which are distributed to hospitals, health agencies and other healthcare entities facing shortages during emergencies.

### **Extends the Temporary Assistance for the Needy Families (TANF) Program**

Extends TANF beyond its current expiration date of May 22, 2020 to November 30, 2020.

### **Suspension of Student Loan Payments**

Federal Loan Repayments are suspended through September 30, 2020. No interest shall be incurred during the period of the suspension.

### **Credit Protection During COVID-19**

From January 31, 2020 through the expiration of the national emergency declaration, reports to credit reporting agencies must show accounts current, even where there is a forbearance or agreement to defer or modify payments of a person affected by the COVID-19 crisis.

### **Unemployment Benefits - \$260 Billion**

**Emergency Unemployment Compensation.** Provides an additional 13 weeks of unemployment benefits through December 31, 2020 to help those who remain unemployed after the state unemployment benefits are no longer available in states that enter into federal-state agreements.

**Increase in Unemployment Compensation Benefits.** Employees will be eligible to receive an additional \$600 per week for up to 4 months from the federal government on top of whatever base amount a worker receives from the state.

**Pandemic Unemployment Assistance Program.** Allows self-employed people, freelancers, and contractors to apply for unemployment benefits through December 31, 2020.

**Increases access to unemployment insurance applications and assistance.** Directs states to ensure that applications for unemployment compensation, and assistance during the application process are accessible in at least two of the following formats: in person, by phone, or online.

#### **Employee Retention Credits – SSI Tax Credit**

Employers may be eligible for a refundable tax credit for the employer's share of the 6.2% Social Security Tax.

#### **Retirement Plans Relief**

The CARES Act temporarily waives the required minimum distribution rules for 2020 with respect to certain defined contribution plans and IRAs.

Individuals may take coronavirus-related distributions from qualified retirement plans of up to \$100,000 without being subjected to the 10% early distribution tax.

#### **Insurance Coverage**

The bill requires all private insurance plans to cover COVID-19 treatments and vaccine and makes all coronavirus tests free.

#### **Tax Returns**

Extends the filing deadline for federal taxes to July 15, 2020.

#### **Election Assistance Commission - \$400 million**

The bill includes \$400 million to the Election Assistance Commission to provide grants to States in response to COVID-19 for the 2020 election cycle.

Please contact Vicki Watson at [vwatson@ncdaonline.org](mailto:vwatson@ncdaonline.org) with any questions.



**Agenda Item Cover Memo**  
**July 16, 2020**

**To:** Community Development Advisory Committee  
**Agenda Items:** Project Updates (Cont.):  
6.b. Code Enforcement: Quarterly Update Reports  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

**SYNOPSIS**

The Missouri City Police Department provides the code enforcement activity only in the area as designated by the CDBG district to combat Code Violation and health and safety regulations.

Code Enforcement documents the total violation served and provides quarterly reports to the CDBG Division.

**BACKGROUND**

The Missouri City Police Department requesting continual funding of a Full-time Code Enforcement Officer. This officer would only be used in the designated CDBG area. The responsibilities would include, enforcing all Municipal Code Violations, interacting and assisting HOA's, appearing and testifying in court and community outreach and public administration.

The Missouri City Police Department provides the code enforcement activity only in the area as designated by the CDBG district to combat Code Violation and health and safety regulations.

Code Enforcement documents the total violation served. Based on the quarterly reports submitted to-date, the following code enforcement actions were taken within our CDBG program boundary area:

- 1227 residential properties were inspected.
- 1181 residential violations were observed.
- 40 residential violations were filed with municipal court
- 516 residential violations were corrected
- 274 residential properties were inspected with no violations observed
  
- 10 commercial properties were inspected
- 10 commercial violations were observed
- 4 commercial property violations were filed with municipal court
- 2 commercial property violations were corrected.

**Top five (5) violations in CDBG areas:**

- Junk vehicles
- Trash screening
- Vegetation
- Trees
- Parking of Recreational Vehicles/Boats/Trailers

**Number of inspections conducted in each Census Tract/Block**

Census Tract/Block Group								
423600/2	423600/4	670500/2	67601/3	671100/1	671100/2	671100/3	671200/2	671300/2
162	72	301	107	379	43	130	19	14

Please note that Code Enforcement is again requesting \$51,537.00 in funding for PY2020, and proposes to provide benefit to 360 unduplicated Housing units and beneficiaries.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. CDBG Quarterly Reports: Code Enforcement Reports: 09.01.2019 thru 07.04.2020.

**STAFF'S RECOMMENDATION**

Staff recommends the CDAC Committee receive quarterly reports from Code Enforcement.




## Police

Michael A. Berezin  
Chief of Police



# Memorandum

To: Otis Spriggs, Director Development Services

From: Cynthia Smith-Rex, CE Supervisor 

CC: Captain Kevin Williams

Date: July 8, 2020

Re: FYD 2020 CDBG Code Enforcement Reports – 09.01.2019 thru 07.04.2020

### CDBG Code Enforcement actions

- 1227 residential properties were inspected
- 1181 residential violations were observed
- 40 residential violations were filed with municipal court
- 516 residential violations were corrected
- 274 residential properties were inspected with no violations observed
- 10 commercial properties were inspected
- 10 commercial violations were observed
- 4 commercial property violations were filed with municipal court
- 2 commercial property violations were corrected
- 182 signs were removed from right of ways

### Top five (5) violations in CDGB areas

- Junked Vehicles
- Trash Screening
- Vegetation
- Trees
- Parking Recreational Vehicle\Boat\Trailer

### Number of inspections conducted in each Census Tract/Block

Census Tract/Block Group								
423600/2	423600/4	670500/2	67601/3	671100/1	671100/2	671100/3	671200/2	671300/2
162	72	301	107	379	43	130	19	14

## FYD 2020

**Totals**Page 40 of 43



Observed Violations  
FYD 2020  
09/01/2019 - 07/04/2020

	1st Qtr	2nd Qtr	3rd Qtr	FYD Totals
Accessory Structure	2	1		3
Animal				
Address	8	2		10
Ball Goal in ROW	5		1	6
Broken Play Equipment		1		1
Disturbance - Notified Patrol				
Drainage				
Driveway				
Dumpster				
Exterior Structure - Chimney				
Exterior Structure - Doors	2	2		4
Exterior Structure - Gutters	9	2		11
Exterior Structure - Walls	17	10	6	33
Exterior Structure - Paint	14	6		20
Exterior Structure - Mildew	14	13	20	47
Exterior Structure - Roof				
Exterior Structure - Structural Members				
Fence	22	5	6	33
Garbage	48	15	11	74
Graffiti				
Group Home				
Home Business Violation	9	1	2	12
Junked Vehicle	158	61	6	225
Lighting				
No Permit	8	5	4	17
Parking - On Hard Surfaces	16	2		18
Parking - Commercial Vehicles	5	4		9
Parking - Recreational Vehicles/Trailer/Boat	75	9	2	86
Plumbing				
Pool				
Posting - Abatement Notice				
Prohibited Signs				
Recreational Equipment	2			2
Rodent Infestation				
Rubbish	12	4		16
Sidewalk	1			1
Signage violation				
Substandard Building	1			1
Storage				
Tarp				
Trash Screening	153	41	9	203
Trash Placement	49	17		66
Tree	15	3	113	131
Unsanitary Matter				
Unsecured/Open Structure				
Vegetation	120	18	9	147
Water Leak	5			5
Window				
	770	222	189	
				1181 Totals

Number of inspections conducted in each Census Tract/Block

FYD 2020

09/01/2019 - 07/04/2020

Census Tract/Block Group									
Date Range	423600/2	423600/4	670500/2	67601/3	671100/1	671100/2	671100/3	671200/2	671300/2
9.1.19 - 9.14.19	11	0	24	13	14	0	16	0	0
9.15.19 - 9.28.19	19	4	26	8	4	13	14	1	0
9.29.19 - 10.12.19	12	14	29	11	11	2	22	6	1
10.13.19 - 10.26.19	2	14	18	2	1	12	6	0	0
10.27.19 - 11.09.19	21	5	33	2	2	0	15	4	2
11.10.19 - 11.23.19	17	1	33	1	3	1	9	3	0
11.24.19 - 12.07.19	18	5	17	4	3	0	6	0	2
12.08.19 - 12.21.19	10	0	32	3	0	4	11	2	0
12.22.19 - 01.04.2020	5	5	18	13	0	0	11	1	0
01.5.2020 - 01.18.2020	10	16	18	11	1	0	20	1	8
01.19.2020 - 02.01.2020	8	5	10	3	0	0	0	0	0
02.02.2020 - 02.15.2020	3	0	2	0	20	0	0	0	0
02.16.2020 - 02.29.2020	0	0	0	0	0	0	0	0	0
03.01.2020 - 03.14.2020	9	2	20	3	5	4	0	0	0
03.15.2020 - 03.28.2020	1	0	8	1	0	2	0	1	0
03.29.2020 - 04.11.2020	2	0	12	0	21	0	0	0	0
04.12.2020 - 04.25.2020	0	0	0	0	47	0	0	0	1
04.26.2020 - 05.09.2020	2	0	0	0	92	0	0	0	0
05.10.2020 - 05.23.2020	3	0	1	0	54	2	0	0	0
05.24.2020 - 06.06.2020	1	0	0	0	46	0	0	0	0
06.07.2020 - 06.20.2020	8	1	0	0	50	1	0	0	0
06.21.2020 - 07.04.2020	0	0	0	32	5	2	0	0	0
Totals	162	72	301	107	379	43	130	19	14

1227 Total



**Agenda Item Cover Memo  
July 16, 2020**

**To:** Community Development Advisory Committee  
**Agenda Item:** 8. Public Comment  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

**SYNOPSIS**

This item allows the opportunity for the public to address the CDAC on agenda items or concerns not on the agenda. Those wishing to speak must request permission from the Chair prior to the beginning of the meeting, and observe a three-minute time limit.

**BACKGROUND**

Per the Citizen Participation Plan, the City of Missouri City is committed to involving all residents in the development of its programs, especially those utilizing federal or state funds. During the first funding year of the Community Development Block Grant (CDBG) Program, the City of Missouri City established a Community Development Advisory Committee, with members appointed by the Mayor for the purpose of providing direction to the distribution of the CDBG funds. The CDAC is generally comprised of at least 2 City Councilmembers, 2 former City Councilmembers, and 4 City residents each representing a different quadrant of the City. Pertinent City staff members and the contract CDBG management consultant serve as non-voting members of the committee to provide information regarding CDBG and City regulations. Notices for all CDAC meetings are posted at least 72 hours in advance and meetings, held on weekday evenings, are open to the public.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

None

**STAFF'S RECOMMENDATION**

Receive any public comments.